

Weekly Report for Week Ending 30 September
from
RECORDS DISPOSITION BRANCH

1. Contributions

1. Medical Staff. Three special files were set up for the Supply Branch. Screening of records resulted in destruction of 8 cu. ft. of obsolete and inactive records. Project complete. (Draina)

2. Assignments - Active

a. Shelf Filing

(1) OP/Records and Services/Test Installation

(2) OO/Contact Division

(3) Office of Security/Building 13

(4) OTR/Assessment and Evaluation Staff

No change since previous report.

(5) OTR/Operations School/Headquarters Training

Shelving delivered this week and due to congested conditions assisted the ARO to unpack and assemble shelving in as out of the way area prior to installation in secure area.

(7) Office of Communications/TTT Staff

Requisition forwarded to OL/Budget Officer for approval of funds.

(8) ORR/Map Library

No change since previous report.

b. Filing Systems

(1) Medical Staff

Completed installation of 3 special file systems. Project complete.

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(2) SR/DDP []

Recommendations approved and additional card file cabinets (Safe T Stak) on order. Installation of system has begun and will be completed upon receipt of card cabinet.

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(3) Watch Office []

We have heard [] that the Watch Office intends to order an Acme Flexoline unit with 100 frames from the catalog we provided. A requisition will be forwarded for our review.

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(4) General Counsel []

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[] informs us that preliminary work on a mailing list will start this week end and they will probably call [] in the near future.

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(5) [] Security Division []

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Subject Numeric Filing System is installed and in use. Final Cross Index on this file is nearly complete.

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c. Records Control Schedule

(1) Executive Registry

Revised schedule being typed.

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(2) FI Staff []

(3) New Building Site []

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Schedule completed.

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Prepared and discussed schedules for two divisions

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d. Special Projects

(1) DD/P Support Records []

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(2) Predecessor Agency Records []

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Inventory has been typed and reviewed. Now ready for identification of permanent record series.

(3) Refresher Training Workshops in Filing []

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(4) Revision of Notices on Filing Equipment and Supplies [redacted] 25X1
Draft being revised to include Logistics recommendations.

(5) Booklet on Records Center and Revised Form 490 [redacted] 25X1

No change.

(6) Records Center Article for Support Bulletin [redacted] 25X1

No change.

(7) Follow up on Unused Safes [redacted] 25X1

Letter to ARO's and Support Bulletin article drafted and being reviewed.

25X1 e. Vital Materials [redacted]

25X1 (1) [redacted] I attended the CODIB Committee Meeting. Eight items were on the agenda. The item on War Planning was of interest to us particularly that portion relating to indispensable records. Each representative was asked to comment on progress being made on the preparation and submission of listings of his relocated records holdings. State Department was the only agency that had prepared and forwarded such a list. CIA's is in preparation and Air Force hoped to have it ready next week.

25X1 A meeting with the Working Group on Emergency Planning would be more profitable for our purpose. I expect to meet with the chairman, [redacted] next week.

25X1 (2) [redacted] DD/P visited the Repository to work on vital deposits.

25X1 (3) Met with [redacted] DDP/RMO to discuss the CS Vital Materials program. Although the meetin was for the purpose of dismissing a paper prepared [redacted] we were able to brief him generally on the agency program. He was not aware that DD/S and DD/I offices were depositing several items to DDP. [redacted] expressed a desire to visit the repository very shortly. 25X1

f. Micfofilming

(1) Personnel - completed. An annual filming of Military Personnel locator cards was made.

(2) OCR/GR - continues.

(3) [redacted] Source File to begin Saturday, 10 October.

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g. Training

25X1 [redacted] received additional training within the Branch.

3. News

a. The members of the branch attended the exhibit of business machines by the Office Equipment Manufacturers Institute at the Armory.

25X1 b. [redacted] have enrolled for the fall semester at American University.

25X1 c. [redacted] conducted the Records Management exhibit at the Intelligence Products Exhibit. [redacted] OTR is in charge of the overall exhibit and he has accepted our suggestion that visitors be conducted in groups from booth to booth during the first half of the exhibit. He hopes to do this at the next exhibit in January.

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Weekly Report for Week Ending 30 September 1959

from

Forms Management Branch

1. Contributionsa. Tangible

(1) Completed 36 actions requiring the printing of 704,900 copies or sets of forms.

(2) Five new and 6 revised forms were approved.

b. Intangible

(1) Rediscussed some RMS "soft-spot" suggestions with contributors and developed additional data to be presented to [] for reconsideration.

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(2) Increased number of parts of the Subject and Project File Request Form from 2 to 4. The 2 extra copies will be sent to the Field routinely and preclude need for a previous 6 months report. In addition the new form will keep the field current with Headquarters. []

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2. Assignmentsa. Active(1) Forms Analysis Projects

	<u>Analyst</u>	<u>New</u>	<u>Revised</u>	<u>Total</u>
25X1	[]	1	1	2
		6	2	8
		2	3	5
		2	2	4
		-	1	1
		3	2	5
	<u>Total</u>	<u>14</u>	<u>11</u>	<u>25</u>

(2) Employee SuggestionsAnalyst

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[](3) Teletype Dissemination Information Reports and Systems

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Reviewed proofs of forms with RC/RQM/DDP and Cable Secretariat.
The salesman for the supplier of these forms was confused by

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(4) Revision of Dispatch Forms [REDACTED]

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[REDACTED]
recent memo which returned the dispatch study without settling most of the basic policy questions raised almost a year ago. It was agreed [REDACTED] would study the case and talk to [REDACTED] before any further action was taken by Management Staff.

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(5) Improved Management of Stocked Forms [REDACTED]

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Cataloging/SD/OL will coordinate the improved Forms Section of the Supply Catalog with us next week. [REDACTED] is now working in Cataloging. We talked at length today about the best way to identify forms and the possible duplication between form and stock numbers. Further talks will be held soon.

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(6) Uniform Information Report [REDACTED]

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Additional copies of the Army Form were ^{RECEIVED} reviewed from the printer. We will meet soon with other USIB Agencies in an attempt to sell the common format to them.

(7) New Building Project [REDACTED]

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(8) Revision of Courier Receipt and Log Record [REDACTED]

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(9) Expediting Printing of Information Reports [REDACTED]

(10) Improvement of Quality of Information Reports Production

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a. We have rewritten a proposed RC/RQM Headquarters memo on preparation of Report mats. [REDACTED] reviewed it and concurred. We must still resolve problems on usage of typewriter ribbons and "revisor plates;" then the memo can be released for publication.

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b. Reviewed the running of a batch of information report offset masters from an FE/DDP station that reportedly was having a high rate of re-types. As a result Mr. [REDACTED] RC/RQM is going to send a two months supply of recently manufactured forms to Viet Nam [REDACTED] for their immediate use: Headquarters FE will compare re-types of the newer with the older forms. From these facts we will try to isolate the re-type problem.

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~~CONFIDENTIAL~~(11) Proposed Revision of Security Officer Check List - Security Check Sheet Holder [redacted]

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Further meetings were held with [redacted] Building Planning Staff and [redacted] the OS pertaining to the magnetic holder. We agreed that:

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- a. The logical place for the holder is on the drawer front of the modular safes to be used in new building.
- b. The holder should be designed so that it may be readily attached or detached without the interference of safe hardware such as handles, etc. (This can affect specifications on modular safes).
- c. The holder should be designed to be held to safe drawer with 4 magnets for increased holding power.
- d. Not less than 40 holders should be purchased for testing prior to possible procurement for agency-wide application.
- e. The technical aspects of the holders indicate the desirability of soliciting the assistance of TSS prior to any discussion with vendors on this matter.

(12) "A" - Forms Improvement Workshop [redacted]

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3. News1. A/EXO/DDP Contemplates World-wide Use of Offset Printing [redacted]

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[redacted] PSD tells me that [redacted] has again brought up his old proposal that overseas stations be equipped world-wide with offset printing presses to insure high quality material being fed into project WALNUT. I briefed [redacted] on the old proposal and reiterated our strong opposition to the idea of blanketing the world with offset printing presses. PSD also opposes this plan. We will continue to collaborate.

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2. Complaint Registered on GPO Printing Services [redacted]

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From time to time GPO has changed printing specifications on Agency forms without coordinating these changes back with us. As a result of errors on their part needless expenses have been incurred, many forms had to be destroyed and both FMB and PSD have been embarrassed. We are now having trouble in getting both proofs and delivery on the revised Courier Receipt Form. I have complained to [redacted] about these changes and bad service and have asked him to have it

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corrected or else pull such work out of GPO altogether.

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